

CHAPTER 3

REQUESTING A SLOT

When a person has been determined eligible for services through SCDDSN, the person will be added to the priority list for the appropriate waiver(s). In order to be enrolled in the Community Supports (CS) Waiver, services and supports available through the CS Waiver must be needed. The Waiver Case Manager (WCM) is responsible for assessing the person's needs and determining the service(s) and support(s) required to meet the identified needs.

If an applicant/legal guardian, at any point in time, specifically requests enrollment in the CS Waiver, the WCM/EI **must** request a slot, regardless of whether or not the assessment of needs supports the need for waiver services, there is an open case, the applicant is SCDDSN-eligible or is awaiting BabyNet eligibility, etc. The provider should indicate this information on the application.

SCDDSN eligibility is not a criterion for CS Waiver enrollment. Being determined "not eligible" for SCDDSN services is not a sufficient reason for denying a CS Waiver application/enrollment. An ICF/IID Level of Care determination must be made. SCDDSN eligibility through the CS category is solely based on the presence of Intellectual Disability or a Related Disability, and the presence of Intellectual Disability or Related Disability is required for someone to meet ICF/IID Level of Care. Therefore, if someone is determined not eligible for SCDDSN Services, he/she cannot meet ICF/IID Level of Care.

The WCM must submit the Request for Waiver Slot (form located in Business Tools) within three (3) working days of the person/legal guardian's request for waiver services or of the determination that waiver services are needed. Requests must be sent to Carmen Hay, Waiver Waiting List Coordinator at DDSN. The preferred method for requests is via SCOMM through Therap. Requests can also be sent by mail, fax, SCOMM or email to:

Waiver Slot Requests, Reserved Capacity Slot Requests

Carmen Hay, Waiver Waiting List Coordinator

SCDDSN - ID/RD Policy Division

3440 Harden St. Ext., Columbia, SC 29203

Email: chay@ddsn.sc.gov FAX: (803) 898-2242

The WCM must also provide the CS Waiver Information Sheet (CS Info Sheet-1) to the applicant/legal guardian within three (3) working days.

Upon receipt of the Waiver Slot Request, the applicant will be placed on the CS Waiver priority list. SCDDSN will notify the applicant/legal guardian of this decision in writing and a copy sent to the WCM and Supervisor. The Process for Reconsideration of SCDHHS Decisions will be included with the written notification to the applicant/legal guardian. When the person nears the top of the priority list, the WCM will be notified so enrollment activities can begin.

Application Withdrawal/Request to be Removed from the Community Supports Waiver Waiting List:

If, during the application process or while the applicant is waiting for a slot, the applicant/legal guardian decides that they no longer wish to pursue Community Supports Waiver services, they must complete the **Statement of Individual Declining Waiver Services (Community Supports Form 20)**. This form should be signed and dated by the WCM and the applicant/legal guardian unless the procedures for a **Non-Signature Declination** are followed. A copy must be forwarded to Celesa Williams, Waiver Enrollments Coordinator. The Waiver Enrollments Coordinator will remove the person's name from the waiting list. A copy of the form should be provided to the person and the original placed in the person's file. If at a later time the applicant wishes to reapply for the Community Supports Waiver, a new Request for Waiver slot must be submitted according to the procedures outlined in this chapter.

Declinations

Celesa Williams, Waiver Enrollments Coordinator
Whitten Center
28373 Highway 79 East, Clinton, SC 29325
Email: cwilliams@ddsn.sc.gov

When an applicant/legal guardian requests to be removed from the CS Waiver waiting list, the WCM should ask if he/she also wishes to be removed from the waiting list for any other SCDDSN operated waiver(s) on which he/she has been placed.

Placement on Multiple Waiting Lists: A person can be on the CS Waiver Waiting List as well as waiting lists for other waivers simultaneously. The WCM should discuss all options, services and limitations of any waiver being considered with the applicant/legal guardian.

Reserved Capacity

To request a Reserved Capacity slot through the CS Waiver, complete the Request for Review of Reserved Capacity Waiver slot form located in business tools and send to Carmen Hay, Waiver Waiting List Coordinator. Applicants in the following situations qualify for Reserved Capacity and will be enrolled on a priority basis (bypassing the waiting list):

- 1. Applicants currently receiving DDSN-funded Day Services**
- 2. Applicants who are transferring from the Intellectual Disability/Related Disabilities Waiver.**
- 3. Military:** Eligible family members of a member of the armed services who maintains a South Carolina residence, regardless of where the service member is stationed, will maintain waiver status (the status an eligible family member held when they left South Carolina). A family member on the waiting list would return to the same place on the waiting list when the family returns to South Carolina. An eligible family member previously enrolled in the waiver program would be reinstated into the waiver program once South Carolina Medicaid eligibility is established upon their return to South Carolina. No services will be provided outside the South Carolina Medicaid Service Area.

If the WCM determines that the applicant meets criteria for Reserved Capacity, the Request for Review of Reserved Capacity Waiver slot must be sent to Carmen Hay, Waiver Waiting List Coordinator at DDSN. The preferred method is via SCOMM through Therap. Requests can also be sent by mail, fax or email.

If the applicant meets the criteria for Reserved Capacity the WCM will be notified. If the applicant does not meet the criteria for Reserved Capacity, the decision will be communicated in writing to the applicant/legal guardian and the WCM. The Process for Reconsideration of SCDHHS Decision will be included with the notification to the applicant/legal guardian.